# Local Labour Agreement – Employment & Skills Plan

# Development and delivery of Local Employment and Training Strategies

*Introduction and background:* Warwick District Council will support and promote the use of local people and business through the construction and implementation stages of proposals, particularly major proposals that generate significant levels of employment through the development phase.

It will seek agreement with developers to secure appropriate planning obligations for employment and training initiatives as part of development proposals.

In common with most other local authorities, applications for major development to Warwick DC will be expected to develop and implement an ‘Employment and Skills Plan’ (ESP) identifying opportunities for employment and up-skilling of local people through the implementation of the development. These ESP’s will support the priority aims of Supporting Prosperity and Sustainable Communities that the District Council has identified in the emerging local plan and corporate policy documents.

An ESP will be required for developments that are for 50 (or more) dwellings or 5000 sq.m (or more) of commercial development.

This Policy was adopted to ensure that:

* Local people benefit from new job opportunities created by major developments in the District.
* Local people are provided with opportunities to gain skills needed for employment in growth industries.
* Local people have access to lifelong-learning and the promotion of “learning communities[[1]](#footnote-1)”.
* The environmental impact of unnecessary travel is minimised by maximising local employment opportunities.

The Council will ask developers to prepare and submit an ESP as part of the planning process and it will be subject to discharge post-decision through the use of appropriate conditions. Delivery would be via s106 (discussed pre-submission and prior to determination – planning permission will be granted subject to the completion and signing of a s106 in cases where agreement is outstanding at the time of determination).

If a development qualifies, the applicant will be asked to liaise with the Policy and Projects team, to determine the content of the ESP and help the applicant network with appropriate partners in the community such as colleges / schools, jobcentres, training bodies etc. ESP details will be subject to negotiation on a site-by-site basis. Companies with established training programmes will be able to have them taken into account.

The ESP may refer to opportunities being provided both during the construction phase (for the developer and subcontractors) and the occupation phase (primarily in the case of commercial developments and therefore aimed at the occupier). There may also be cases where a financial contribution towards support agencies may discharge relevant elements of the ESP.

**The objectives of this plan are to:**

* Demonstrate the use of local labour from within the developer’s project team and the wider company;
* Where feasible (economically and practically), procure goods and services from local contractors;
* Encourage sub-contractors and suppliers to support employment from the local community;
* Demonstrate recruitment and training opportunities within the contractor’s company;
* Provide opportunities for local residents to access jobs created during the construction phase of the development and subsequent occupation;
* Reduce economic inactivity in the local area, and
* Support the development of skills within the local community

**Contents of the ESP can include:**

* Recruitment through Jobcentre Plus and other local employment vehicles;
* Work trials and interview guarantees to those attending jobs clubs;
* Pre-employment training;
* Apprenticeships;
* Vocational Training (NVQ);
* Work experience (14-16 years, 16-19 years and 19+ years);
* School, college and university site visits;
* Construction Skills Certification Scheme (CSCS) Cards;
* Supervisor training;
* Leadership and Management Training;
* Support with transport, childcare and work equipment;
* In-house training schemes; &
* Financial support to pre-employment jobs clubs [etc].

**Previous ESP’s for applications within Warwick District have included (but not exclusively):**

* Financial Support for an Employee Support “Gold Programme” for the removal of barriers to Employment;
* Financial Support for Jobs Clubs to enhance opportunities for local unemployed;
* Support for Jobs Clubs and guarantees for interviews for those accessing the jobs clubs;
* Support for, and attendance at, annual Jobs Fair (where appropriate);
* The encouragement of suppliers to buy and employ locally;
* The creation of training opportunities and apprenticeships;
* Supporting local unemployed people to reskill (including CSCS or safety certs) with local providers eg: Warks College;
* 16-19 years – skills/training transition into work;
* Site visits for Warwickshire College Construction course students ;
* Advertising job vacancies through jobs clubs and JCP for a period before they go on general release;
* Contractors: to seek to employ labour locally;
* To encourage subs to look to hire machinery and operators (eg: excavators, road sweepers, etc) from local plant hire firms;
* Encourage sub-contractors to liaise with local training providers;
* Pre-employment:
  + Offer of apprenticeships to locals;
  + Operate local workshops in conjunction with JCP and college to advise potential applications on how to prepare for job applications and interviews;
* Partner with local training providers to equip local candidates with the skills required pre-employment;
* Promote job opportunities through other avenues.

**WARWICK DISTRICT COUNCIL**

Local Labour Agreement

# Between Warwick District Council and XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX for XXXXXXXXXXXXXXXXX

|  |  |
| --- | --- |
| **Planning Application Number:** |  |
| **Date:** |  |

**Introduction**

Building upon initial commitments made in the main planning application (identified above), this document provides the basis of the Local Labour Agreement (LLA) made between Warwick District Council (the Council) and \*\*\*\*\*\*(the Owner). This LLA relates to both the construction and operational (delete as appropriate) phases of this development.

**Context**

\*\*\*\*\* and the Council have a mutual interest in the successful development of \*\*\*\* to ensure that it supports the local economy and benefits the broader community. The development of the site carries potential employment benefits for the local area, with the applicant proposing the creation of a number of new full and part time posts at a variety of skill levels and occupations and offers the creation of new facility which will offer new opportunities for both local businesses and individuals.

Warwick District residents may benefit significantly from this investment. Developments such as this one present residents with an excellent opportunity to gain employment and improve skills locally, where possible using public transport, cycling and walking as part of the implementation of the local travel plan.

The careful management of developments such as this will help shape the local labour force to meet industry requirements, raise ambitions and aspirations and help residents to understand better the employment and training opportunities available to them.

**The Agreement**

1. In the event where the Development is considered likely to employ **10 or more** people:

1.1. The Owner shall in connection with the **construction** of the Development:

1.1.1. Submit an Employment and Skills Plan (ESP), substantially in the form of that set out in Appendix A to this Agreement, to the Council for its written approval at least [ ] months before the commencement of the Development on site, such approval to include the date by which the ESP and Method Statement are to be implemented by the Owner;

1.1.2. Comply with and implement the approved ESP and Method Statement and provide the Council with information as required to demonstrate its compliance with the ESP and Method Statement;

1.1.3. Provide to the Council on a monthly (or quarterly) basis a report outlining the achievements during the previous month against the ESP and Method Statement and the employment and skills Key Performance Indicator, and provide details of the various employment and skills activities delivered in the month;

1.1.4. Attend a meeting with the Council (to be convened by the Council) after the completion of the Development to review the completed Development and the Owner’s performance against the Key Performance Indicators and related targets (including the performance of the employment and skills Key Performance Indicator), the ESP and Method Statement and to consider the scope for further improvement on future Developments.

1.2. The Council covenants with the Owner that within 28 days of the submission by the Owner of the ESP and Method Statement the Council shall either approve the ESP and Method Statement in writing or suggest reasonable amendments thereto in writing save that if at the end of the 28 day period the Council has not approved the ESP and Method Statement or provided comments in writing suggesting appropriate amendments to the ESP and Method Statement such failure to comment in writing shall be taken as approval of the ESP and Method Statement.

2. In the event where the Development is regarded as likely to employ **less than 10** peoplethe Owner shall in connection with the **construction** of the Development:

2.1. Use reasonable endeavours to ensure that:

2.1.1. [50%] of employment opportunities generated during the construction phase should be for Local People;

2.1.2. All new temporary and permanent vacancies including apprenticeships not identified in the Employment and Training Plan to be reported to Jobcentre Plus in advance of recruitment; Jobcentre Plus will promote vacancy details to local job seekers and are able to match suitable candidates to job specifications for consideration by the developer/contractor and sub-contractor(s);

2.1.3. [50%] of the businesses contracted and sub-contracted in the construction phase of the Development to be Local Businesses;

2.1.4. All sub-contracting and tendering opportunities to be advertised locally to make Local Businesses aware of the opportunities, timescales and procedures to be adopted in tendering for available work.

2.2. The Owner shall use reasonable endeavours to provide promptly the monitoring information required. The monitoring information will include the submission to the Council every 6 months from project commencement headline non-identifiable information as agreed by this LLA in the format at Appendix C.

3. Where applicable, the Owner shall in connection with the **operation** of the Development use reasonable endeavours to:

3.1. Ensure that [50%] of employment opportunities generated at the operational phase should be for Local People;

3.2. Work with Jobcentre Plus in the development and implementation of an Employment and Training Plan to deliver a targeted recruitment and training campaign linked directly to the operational jobs within the Development to prepare the local labour market and match suitable candidates to job specifications including:

3.2.1. Guaranteed job interviews for local unemployed residents who have undertaken specific pre-employment training related to the development, the target for which is [25%] of the starting workforce;

3.2.2. All new vacancies to be advertised in local newspapers such as the Leamington Courier, Warwickshire Telegraph and on the Universal Jobmatch online service;

3.2.3. To recruit [ ] apprentices, provide [ ] work experience placements for those unemployed, [ ] work experienced placements for those aged 14-18 years in education associated with the operation of the Development;

3.3. Provide promptly the monitoring information required. The monitoring information will include the submission to the Council every 6 months from project commencement headline non-identifiable information as agreed by this LLA in the format at Appendix C.

4. The Owner shall issue a written statement to its prospective contractors and sub-contractors at the stage of tendering for work and contracts associated with the construction of the Development. This will state that any company invited by the Owner shall be given clear written details of the obligation to use all reasonable endeavours to abide by the sites LLA, and subsequently that company must include a similar term within its contracts.

5. The Owner shall issue a written statement to its prospective operator associated with the operation of the Development. This will state that any company invited by the Owner shall be given clear written details of the obligation to use all reasonable endeavours to abide by the sites LLA obligations.

Appendix A: LLA Headline Information – Employment and Skills Plan for Construction Phase

Appendix B: LLA Headline Information - Pro-forma for Construction Phase

Appendix C: LLA Headline Information - Pro-forma for Operational Phase

**Marketing and public relations**

Where positive evidence arises of relevance to this LLA, the Council will be happy to work with [\*\*\*\*\*], where reasonable time allows, on media releases.

**Equal opportunities**

[\*\*\*\*\*] will offer equal opportunity to all, regardless of race, colour, nationality, ethnic origin, sex (including gender reassignment), marriage, disability or age. All applicants and employees will be treated equally in respect of recruitment, promotion, training, pay and other employment policies and conditions. Reasonable adjustments will be made to accommodate those with special needs.

**Defining ‘local’**

A local person or business is defined here as a person resident within Warwick District Council’s geographical boundaries (the local area) at the time of their initial application for employment in relation to the Development.

Local procurement is defined as the procurement of goods or services from a company or company branch located within the Coventry and Warwickshire area.

**Review**

[\*\*\*\*\*] and the Council reserve the right to make changes if required due to unforeseen changing circumstances. Any changes must be agreed in writing by both parties and both parties must act reasonably.

This LLA will be valid for five years, after which it should be reviewed.

We the undersigned, commit to this Local Labour Agreement, and pledge to use reasonable endeavours to fulfil the conditions above.

|  |  |
| --- | --- |
| …………………………………….. | …………………………………………. |
| For and on behalf of  Warwick District Council | For and on behalf of  [XXXXXXXXXXXXXXXXXXXXXXXXXXX] |
| Dated……………………………………….. | Dated ………………………………………. |

**Appendix B to LLA Agreement with \*\*\*\*\***

**LLA Headline Information**

Pro-forma for Construction Phase for small projects

When completed please email to: [economic.development@warwickdc.gov.uk](mailto:economic.development@warwickdc.gov.uk)

|  |  |
| --- | --- |
| Date |  |
| Author |  |
| Site Name |  |
| Developer |  |
| Main Contractor |  |
| End User operation(s) |  |
|  |  |
| % of businesses contracted and sub contracted that are local businesses |  |
| Brief details of sub-contracting and tendering opportunities advertised locally to make Local Businesses aware of the opportunities, timescales and procedures to be adopted in tendering for available work |  |
|  |  |
| Number of Local People Employed |  |
| Brief details of all new vacancies to be advertised in local newspapers such as the Leamington Courier and on the JCP service |  |
| % of employment opportunities generated for Warwick DC residents |  |
| Number of guaranteed job interviews for local unemployed residents who have undertaken specific pre-employment training related to the development |  |
| Number of apprentices (starts and completions) |  |
| Number of work experience placements for those unemployed |  |
| Number of work experience placements for those aged 14 – 18 years in education |  |
| Additional labour market measures |  |
| Anticipated new vacancies |  |

Appendix C to LLA Agreement with \*\*\*\*\*\*\*\*

**LLA Headline Information**

Pro-forma for Operational Phase

When completed email to: economic.development@warwickdc.gov.uk

|  |  |
| --- | --- |
| Date |  |
| Author |  |
| Site Name |  |
| Operator |  |
|  |  |
| % of businesses contracted and sub contracted that are local businesses |  |
| Brief details of sub-contracting and tendering opportunities advertised locally to make Local Businesses aware of the opportunities, timescales and procedures to be adopted in tendering for available work |  |
|  |  |
| Number of Local People Employed |  |
| Brief details of all new vacancies to be advertised in local newspapers such as the Leamington Courier and on the JCP service |  |
| % of employment opportunities generated for Warwick DC residents |  |
| Number of guaranteed job interviews for local unemployed residents who have undertaken specific pre-employment training related to the development |  |
| Number of apprentices (starts and completions) |  |
| Number of work experience placements for those unemployed |  |
| Number of work experience placements for those aged 14 – 18 years in education |  |
| Additional labour market measures |  |
| Anticipated new vacancies |  |

Additional Information

**Planning Agreements**

A Planning Agreement is a legal document (a deed) which can be entered into by “any person with an interest in the land”, but who is usually the developer who is seeking planning consent.

The inclusion of community benefit clauses in planning agreements (e.g. requiring planners to target jobs created in their development) can ensure the number of job opportunities for local residents is maximised.

**Conditions / Section 106 Agreements**

It is suggested that the following models may be considered as *example* clauses to be included in the Section 106 Agreement but each agreement would have its own customised clauses drawn up by the Council’s legal service, policy and development management teams to ensure agreements deliver targets and planned outcomes.

*Condition:*

The development permitted by this planning permission shall not be started by the undertaking of a material operation as defined in sector 56(4)(a-b) of the Town and Country Planning Act 1990 until details of a Local Labour Agreement have been agreed in writing with the Local Planning Authority.

*Item:*

The developer shall pay the Council (or such other party as the Council shall direct in writing) the sum of £xx,xxx) for the provision of vocational training facilities for the local community.

*Item:*

The developer shall use all reasonable endeavours to create a minimum of xxx construction apprenticeships for local young people and endeavour to employ xx % from the local community.

*Item:*

The developer shall use all reasonable endeavours to source or procure a proportion of materials and services from local providers.

1. A learning community is a group of people who share common academic goals and attitudes, who meet semi-regularly to collaborate on classwork. Such communities have become the template for a cohort-based, interdisciplinary approach to higher education. [↑](#footnote-ref-1)